

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE
AGENDA
MAY 5, 2022

Committee Members: Thomas, Conover, Beaty, Frasier, Wild, Braymer and Runyon- Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board

- I. Committee meeting called to order by Chair.
- II. Motion to approve minutes of prior Committee meetings.

III. Action Agenda

1) **SUNY Adirondack/Higher Education Information:**

- A) SUNY Adirondack representatives to provide an update on the College.
- B) Request to appoint Edward Fitzgerald to the SUNY Adirondack Board of Trustees for a term commencing July 1, 2022.

2) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**

- A) Review of report on tracking of vacancies filled.
- B) Update on terminations and exit interviews.

3) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**
Public Defender (Marcy Flores, Public Defender) -

- A) Request to appoint a Public Defender effective May 9, 2022 at an annual salary of \$128,450.
- B) Request to amend the Table of Organization and Salary Schedule to fill the position of Public Defender at an annual salary of \$128,450 effective May 9, 2022.
- C) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the 9th Assistant Public Defender from \$74,089 to \$71,988 effective May 23, 2022. *Please note this request did not go before the Criminal Justice & Public Safety Committee for approval.*

4) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**

Department of Social Services (Christian Hanchett, Commissioner, Department of Social Services) -

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Community Services Worker (Part-Time), Grade 8, Base Annual Salary \$37,918, effective May 23, 2022.

5) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**

Request to further amend Resolution No. 374 of 2017 to reflect updated rates for forensic medical services.

6) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**

Personnel Update: Tax Coordinator's last day of employment is May 6, 2022. County Attorney is reviewing job description and position requirements prior to requesting permission to fill opening.

IV. **Pending Items:**

SUNY ADIRONDACK:

No items this month.

PERSONNEL:

- 1) The County Attorney would draft an opinion regarding the Employee of the Month Program to present to the full Board that would include options for the Board to consider with regard to this topic. (03.31.22)
- 2) Warren County Workplace Violence Policy to be reviewed for additional updates. (03.03.22)
- 3) The draft changes outlined by the County Attorney to the Warren County Travel, Education and Vehicle Use Policy (*last adopted by Resolution No. 49 of 2021*) to authorize Department Heads to approve free training opportunities would be discussed in more detail at the next Committee meeting. (03.31.22)
- 4) Committee to develop guidelines for Department Heads to use when dismissing an employee. (03.03.22)

CIVIL SERVICE:

No items this month.

HUMAN RESOURCES:

No items this month.

CLERK OF THE BOARD:

No items this month.

COUNTY ATTORNEY:

No items this month.

Continued

MAY 5, 2022

V. Positions authorized for filling by Standing Committees since last meeting:

- Bldgs & Grounds* - Cleaner #11, *Grade 2, Base Annual Salary \$29,735*, due to retirement.
- DPW* - MEO (L) #16, *Grade 7, Base Annual Salary \$36,414*, due to promotion.
- Park, Recreation & Railroad* - Up Yonda - Environmental Education Administrator, *Annual Salary \$55,051*, due to resignation.
- Public Defender* - 9th Assistant Public Defender, *Annual Salary \$71,988*, due to promotion.
- Social Services* - Sr. Account Clerk #4, *Grade 7, Base Annual Salary \$36,414*, due to a lateral transfer.
- Sr. Account Clerk #7, *Grade 7, Base Annual Salary \$36,414*, due to resignation.
- Medicaid Clerk #1, *Grade 5, Base Annual Salary \$33,076*, due to resignation
- Intake Clerk, *Grade 4, Base Annual Salary \$31,789*, due to termination.
- Caseworker #27, *Grade 16, Base Annual Salary \$47,023*, due to resignation.
- Caseworker #39, *Grade 16, Base Annual Salary \$47,023*, due to resignation.
- Caseworker #37, *Grade 16, Base Annual Salary \$47,023*, due to termination.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn



Mr. Kevin B. Geraghty, Chairman
Warren County Board of Supervisors
Municipal Center
1340 State Route 9
Lake George, NY 12845

Dear Mr. Geraghty,

Alan Redeker, a Warren County resident and 18-year member of the SUNY Adirondack Board of Trustees, is completing his final term which expires June 30, 2022. We are very grateful for his service and commitment to the mission and values of SUNY Adirondack. He holds one of three seats on the college's board representing Warren County. He was appointed by the Board of Supervisors.

The Board of Trustees has met to discuss the background, qualifications, areas of expertise, and experience that would be ideal for the next trustee to possess. The candidate we are suggesting brings legal expertise that would fill an identified gap in the current board. Therefore, the Board respectfully requests that the Warren County Board of Supervisors consider appointing Edward Fitzgerald (50 Horicon Avenue, Glens Falls) to the SUNY Adirondack Board of Trustees to serve the required 7-year term.

Mr. Fitzgerald is a partner at McPhillips, Fitzgerald & Cullum LLP in Glens Falls and has 12 years of experience practicing law, as well as considerable volunteer experience in our community. He is an active member of the Warren County Bar Foundation, Glens Falls Rotary Club, Tri-County United Way, and has served other local organizations in our region. Additionally, he instructs in the college's Start Up ADK program for emerging entrepreneurs. He is clearly an active and engaged member of the community and we believe can bring his talents to our board to help the college advance its goals.

We hope the Warren County Board of Supervisors will agree that Mr. Fitzgerald is a good candidate for the college's Board of Trustees and respectfully request his nomination be considered and approved prior to June 1, 2022 to allow for a seamless transition to the board. His resume is attached for your review.

Thank you for your consideration, and please do not hesitate to contact me at 793-9191 in regard to this matter.

Sincerely,


Patricia A. Pietropaolo, Ph.D.
Chair, SUNY Adirondack Board of Trustees

enclosure

2022 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cmtc./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
9/1/2021	Buildings & Grounds	Building Maintenance Worker #2 (2142)	Cleveland	RS	\$ 35,491.00	\$ 35,491.00	1/31/2022	Spring	\$ 36,414.00	\$ 923.00	\$ 923.00
9/30/2021	Sheriff	Patrol Officer #11 (1380)	Seeley	PR	\$ 75,295.00	\$ 44,735.00	1/24/2022	Rose	\$ 45,854.00	\$ 1,119.00	\$ (29,441.00)
11/2/2021	Public Works	MEO (L) #26 (1225)	Hayes	RT	\$ 44,901.00	\$ 35,491.00	2/7/2022	Riffle	\$ 36,414.00	\$ 923.00	\$ (8,487.00)
11/2/2021	Social Services	HEAP Examiner #4 - temp (2429)	N/A	N	N/A	\$ 33,614.00	1/10/2022	Allen	\$ 34,448.00	\$ 834.00	\$ -
11/2/2021	Social Services	HEAP Examiner #5 - temp (2693)	N/A	N	N/A	\$ 33,614.00	vacant				
11/2/2021	Social Services	Caseworker #9 (1653)	Vice	O	\$ 47,244.00	\$ 45,831.00	1/3/2022	Hayes	\$ 47,022.00	\$ 1,191.00	\$ (222.00)
12/2/2021	Countryside	Institutional Aide PT #3 (2217)	Semon	RM	\$ 23,682.00	\$ 23,682.00	2/8/2022	Hill	\$ 24,298.00	\$ 616.00	\$ 616.00
12/2/2021	County Clerk	Legal Recording Clerk (1119)	Baker	RS	\$ 41,537.00	\$ 35,491.00	1/4/2022	Slater	\$ 36,414.00	\$ 923.00	\$ (5,123.00)
12/2/2021	DPW	MEO (M) #2 (1233)	Henkel	RS	\$ 44,717.00	\$ 38,521.00	3/28/2022	Huntley	\$ 39,246.00	\$ 725.00	\$ (5,471.00)
12/2/2021	Health Services	RPN #22 (2549)	Gutowski	RS	\$ 55,376.00	\$ 47,523.00	vacant				
12/2/2021	Health Services	RPN #32 (2332)	Wescott	RS	\$ 59,222.00	\$ 47,523.00	vacant				
12/2/2021	Health Services	RPN #37 (1543)	Brouillette	RS	\$ 48,101.00	\$ 47,523.00	vacant				
12/2/2021	Health Services	Senior Account Clerk #1 (1538)	DeCesare	RT	\$ 43,536.00	\$ 33,600.00	vacant				
12/2/2021	Health Services	WIC Assistant (1582)	Stockwell	RS	\$ 31,099.00	\$ 30,520.00	4/4/2022	Reiter	\$ 33,076.00	\$ 2,556.00	\$ 1,977.00
12/2/2021	Health Services	Infant Feeding Advocate-Part Time (2081)	Langworthy	RS	\$ 14,013.00	\$ 14,013.00	vacant				
12/2/2021	Health Services	Medical Records Coder PT (2598)	New	N	N/A	\$ 24,471.00	vacant				
12/2/2021	Health Services	RPN #40 (2624)	N/A	N	N/A	\$ 47,523.00	vacant				
12/2/2021	Sheriff	Investigator #6 (1385)	David	RT	\$ 83,503.00	\$ 83,503.00	1/31/2022	Schroeck	\$ 78,138.00	\$ (5,365.00)	\$ (5,365.00)
12/2/2021	Sheriff	Patrol Officer #TBD		PR		\$ 44,736.00	vacant				
12/2/2021	Social Services	Caseworker #21 (1668)	Watkins	PR	\$ 58,097.00	\$ 47,023.00	3/28/2022	Norton	\$ 48,472.00		
12/2/2021	Social Services	Caseworker #4 (1650)	Parker	PR	\$ 57,597.00	\$ 47,023.00	2/22/2022	Hargraves	\$ 58,597.00	\$ 11,574.00	\$ 1,000.00
12/2/2021	Social Services	Caseworker #20 (1649)	Tennant	RS	\$ 47,244.00	\$ 45,831.00	1/3/2022	Dolly	\$ 47,022.00	\$ 1,191.00	\$ (222.00)
12/2/2021	Social Services	Social Welfare Examiner #12 (1751)	Darcy	PR	\$ 37,436.00	\$ 36,957.00	vacant				
12/20/2021	Office for the Aging	Services Assistant - OFA #3 (2700)	N/A	N	N/A	\$ 33,600.00	4/4/2022	Belden	\$ 36,414.00	\$ 2,814.00	\$ -
12/20/2021	Office for the Aging	Meal Site Cook #12 (2699)	N/A	N	N/A	\$ 18,113.00	4/11/2022	Newell	\$22,301.00	\$ 4,188.00	\$ -
1/1/2022	Health Services	RPN #42 (2701)	N/A	N	N/A	\$ 51,502.00	vacant				
1/1/2022	Health Services	Public Health Program Manager (2678)	N/A	N	N/A	\$ 55,070.00	1/1/2022	Durkee	\$ 67,170.00	\$ 12,100.00	\$ -
1/1/2022	Health Services	Public Health Educator #1 (2681)	N/A	N	N/A	\$ 44,384.00	1/13/2022	Cohen	\$ 44,384.00	\$ -	\$ -
1/1/2022	Health Services	Public Health Educator #2 (1586)	N/A	N	N/A	\$ 44,384.00	1/18/2022	Crawford	\$ 44,384.00	\$ -	\$ -
1/1/2022	Health Services	EI Service Coordinator - PD (2556)	N/A	N	N/A	\$ 12,594.00	vacant				
1/1/2022	Health Services	Therapy Program Administrator (2677)	N/A	N	N/A	\$ 65,566.00	vacant				
1/1/2022	Sheriff	Patrol Officer #66 (2673)	N/A	N	N/A	\$ 44,736.00	1/24/2022	McPhail	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Sheriff	Patrol Officer #67 (2674)	N/A	N	N/A	\$ 44,736.00	1/24/2022	Ordway	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Sheriff	Patrol Officer #68 (2675)	N/A	N	N/A	\$ 44,736.00	1/24/2022	Ortiz	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Sheriff	Patrol Officer #69 (2676)	N/A	N	N/A	\$ 44,736.00	1/24/2022	Crispell	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Social Services	Senior Caseworker #9 (2685)	N/A	N	N/A	\$ 50,384.00	1/3/2022	Watkins	\$ 61,916.00	\$ 11,532.00	\$ -
1/1/2022	Social Services	Senior Caseworker #10 (2686)	N/A	N	N/A	\$ 50,384.00	1/3/2022	Parker	\$ 61,416.00	\$ 11,032.00	\$ -
1/1/2022	Social Services	Legal Clerk III (2687)	N/A	N	N/A	\$ 40,784.00	1/7/2022	Quagliana	\$ 42,852.00	\$ 2,068.00	\$ -
1/1/2022	Social Services	Senior Clerk (2688)	N/A	N	N/A	\$ 31,789.00	1/1/2022	Moynihan	\$ 38,282.00	\$ 6,493.00	\$ -
1/29/2022	Sheriff	Patrol Officer # 70 (2702)	N/A	N	N/A	\$ 44,736.00	3/28/2022	Raggi	\$60,078.00	\$ 15,342.00	\$ -
2/3/2022	Buildings & Grounds	Cleaner #12 (2470)	Tabano	RS	\$ 29,735.00	\$ 29,735.00	2/7/2022	Augusta	\$ 29,735.00	\$ -	\$ -
2/3/2022	Countryside	Cook/Manager (2265)	Olden	RT	\$ 43,764.00	\$ 33,076.00	2/15/2022	Quarters	\$ 42,264.00	\$ 9,188.00	\$ (1,500.00)
2/3/2022	County Clerk	Senior MV Examiner # 3 (2710)	N/A	N	N/A	\$ 40,784.00	2/28/2022	Conway	\$ 50,519.00	\$ 9,735.00	\$ -
2/3/2022	County Clerk	MV Lic/Reg Clerk #8 (1122)	Conway	PR	\$ 47,262.00	\$ 37,918.00	vacant				
2/3/2022	Information Technology	Cybersecurity and Network Analyst (2672)	N/A	N	N/A	\$ 67,533.00	1/3/2022	Boutin	\$ 67,533.00	\$ -	\$ -
2/3/2022	Mail Room	Messenger # 2 (2711)	N/A	N	N/A	\$ 34,488.00	2/22/2022	Willey	\$ 34,488.00	\$ -	\$ -
2/3/2022	Probation	Senior Account Clerk (1307)	Clarke	PR	\$ 37,355.00	\$ 36,414.00	vacant				
2/3/2022	Public Works	MEO (M) #9 (1238)	Monroe	RT	\$ 49,771.00	\$ 39,246.00	vacant				

2022 - NOTICE OF INTENT TO FILL TRACKING

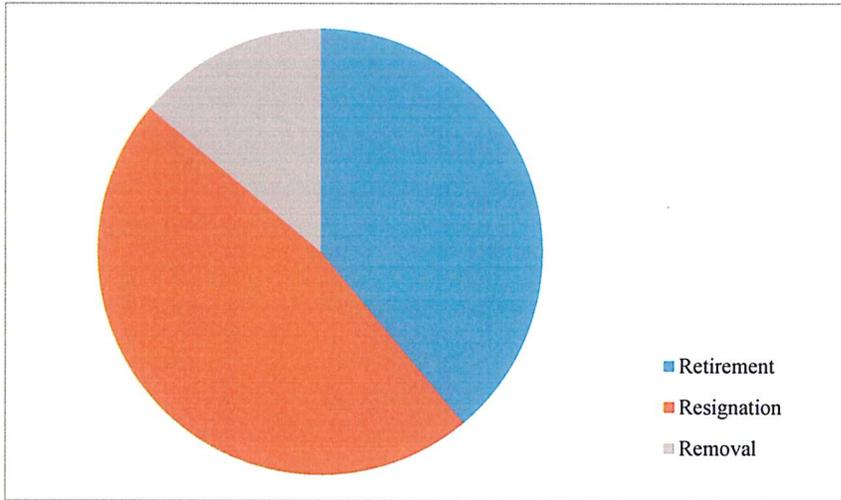
Personnel Cmte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
2/3/2022	Public Works	MEO (L) #3 (1249)	Cameron	PR	\$ 36,723.00	\$ 36,414.00	vacant				
2/3/2022	Public Works	MEO (L) #13 (1263)	Cameron	RS	\$ 35,491.00	\$ 36,414.00	vacant				
2/3/2022	Public Works	MEO (L) #27 (2256)	Hart	RM	\$ 35,491.00	\$ 36,414.00	2/14/2022	Allen	\$ 36,414.00	\$ -	\$ 923.00
2/3/2022	Sheriff	Patrol Sergeant # 12 (2708)	N/A	N	N/A	\$ 84,503.00	2/28/2022	Howse	\$ 84,503.00	-	-
2/3/2022	Sheriff	Patrol Officer #62 (1326)	Howse	PR	\$ 77,178.00	\$ 45,854.00	3/14/2022	Wright	\$ 60,078.00	\$ 14,224.00	\$ (17,100.00)
2/3/2022	Sheriff	Communications Officer #20 (2544)	Crispell	RS	\$ 52,775.00	\$ 47,299.00	3/14/2022	Bentley	\$ 47,299.00	-	\$ (5,476.00)
2/3/2022	Sheriff	Senior Communications Officer (2245)	Wells	O	\$ 62,486.00	\$ 58,448.00	1/31/2022	Kilmartin	\$ 58,448.00	\$ -	\$ (4,038.00)
2/3/2022	Social Services	Principal Account Clerk # 3 (2709)	N/A	N	N/A	\$ 40,784.00	2/22/2022	Murray	\$ 47,656.00	\$ 6,872.00	\$ -
2/3/2022	Social Services	Intake Clerk #4 (1736)	Johnson	O	\$ 31,594.00	\$ 30,983.00	12/27/2021	Kazlo	\$ 30,983.00	\$ -	\$ (611.00)
2/3/2022	Social Services	Social Welfare Examiner #17 (1722)	Gonnely	RT	\$ 48,263.00	\$ 37,918.00	vacant				
2/3/2022	Social Services	Caseworker #15 (1665)	Vachon	RS	\$ 47,023.00	\$ 47,023.00	2/22/2022	Regner	\$ 47,023.00	\$ -	\$ -
2/3/2022	Social Services	Intake Clerk #8 (2660)	Johnson	PR	\$ 32,416.00	\$ 31,789.00	2/7/2022	Dashnaw	\$ 31,789.00	\$ -	\$ (627.00)
2/3/2022	Social Services	Medicaid Clerk #3 (2071)	Licari	PR	\$ 35,471.00	\$ 33,076.00	2/28/2022	Smith	\$ 33,076.00	-	\$ (2,395.00)
2/3/2022	Social Services	Social Welfare Examiner #38 (2082)	Rheel	O	\$ 47,763.00	\$ 37,918.00	2/14/2022	Licari	\$ 40,570.00	\$ 2,652.00	\$ (7,193.00)
2/3/2022	Social Services	Secretary (2270)	Quagliana	PR	\$ 33,538.00	\$ 31,789.00	4/18/2022	Boutin	\$31,789.00	\$ -	\$ (1,749.00)
2/3/2022	Social Services	Senior Account Clerk #6 (1748)	Murray	PR	\$ 42,617.00	\$ 36,414.00	2/22/2022	Stoller	\$ 42,617.00	\$ 6,203.00	\$ -
2/3/2022	Social Services	Support Investigator #4 (1746)	Missita	PR	\$ 44,348.00	\$ 37,918.00	vacant				
2/3/2022	Social Services	Social Welfare Examiner #31 (1713)	Cameron	RT	\$ 44,611.00	\$ 37,918.00	2/7/2022	Johnson	\$ 38,545.00	\$ 627.00	\$ (6,066.00)
2/3/2022	Veterans' Services	Van Driver #2 (2190)	Service	RS	\$ 17,456.00	\$14,868.00	1/3/2022	Therio	\$ 14,868.00	\$ -	\$ (2,588.00)
2/3/2022	Veterans' Services	Van Driver #1 (2189)	Johnson	RS	\$ 18,985.00	\$14,868.00	1/3/2022	Cooke	\$ 14,868.00	\$ -	\$ (4,117.00)
2/3/2022	Veterans' Services	Veteran Benefit Counselor (2690)	N/A	N	N/A	\$ 39,246.00	4/25/2022	Cooke	\$39,246.00	\$ -	\$ -
3/3/2022	Office for the Aging	Services Assistant - OFA #4 (2713)	N/A	N	N/A	\$ 36,141.00	4/11/2022	Hanchett	\$ 42,617.00	\$ 6,476.00	\$ -
3/3/2022	Office for the Aging	Meal Site Cook #7 (1953)	Bumett	RS	\$ 18,584.00	\$ 18,584.00	vacant				
3/3/2022	Public Works	MEO (L) #12 (1248)	Augusta	O	\$ 36,414.00	\$ 36,414.00	vacant				
3/3/2022	Sheriff	Patrol Officer #48 (1398)	Howse	PR	\$ 77,178.00	\$ 45,854.00	vacant				
3/3/2022	Tourism	Director of Tourism (1908)	Conley	RT	\$ 90,783.00		vacant				
3/3/2022	Tourism	Communications Asst. - Tourism (2417)	O'Brien	PR	\$ 39,533.00	\$ 39,246.00	4/13/2022	Ellis	\$ 39,246.00	\$ -	\$ (287.00)
3/31/2022	Civil Service	Civil Service Assistant (2568)	Graham	PR	\$ 43,044.00	\$ 39,973.00	vacant				
3/31/2022	Civil Service	Civil Service Specialist (2567)	Chambers	RS	\$ 49,036.00	\$ 49,036.00	4/11/2022	Graham	\$ 49,036.00	\$ -	\$ -
3/31/2022	District Attorney	Legal Clerk II #3 (2669)	Christensen	PR	\$ 37,918.00	\$ 37,918.00	4/11/2022	Davis	\$ 37,918.00	\$ -	\$ -
3/31/2022	Planning	Senior Planner (2414)	Belden	RS	\$ 45,878.00	\$ 50,384.00	vacant				
3/31/2022	Public Defender	Public Defender (1072)	Flores	RT	\$ 136,273.00	\$ 114,096.00	vacant				
3/31/2022	Public Defender	Coordinating Attorney(Public Defender) (2588)	N/A	N	N/A	\$ 81,618.00	4/18/2022	Dipresso	\$ 81,618.00	\$ -	\$ -
3/31/2022	Public Defender	Coordinating Asst. PD - PT (2657)	N/A	N	N/A	\$ 34,280.00	vacant				
3/31/2022	Public Defender	Legal Clerk I (2664)	N/A	N	N/A	\$ 33,076.00	vacant				
3/31/2022	Public Works	MEO (L) #2 (1239)	Allen	RS	\$ 36,414.00	\$ 36,414.00	vacant				
3/31/2022	Social Services	Caseworker #24 (1666)	Pugh	RT	\$ 54,846.00	\$ 47,023.00	4/25/2022	Huestis	\$ 47,023.00	\$ -	\$ (7,823.00)
3/31/2022	Tourism	Principal Account Clerk - PD (2714)	N/A	N	\$ 51,519.00	\$ 51,519.00	4/4/2022	Grant	\$ 51,519.00	\$ -	\$ -
										\$ 143,228.00	\$ (110,462.00)

Warren County Department of Human Resources



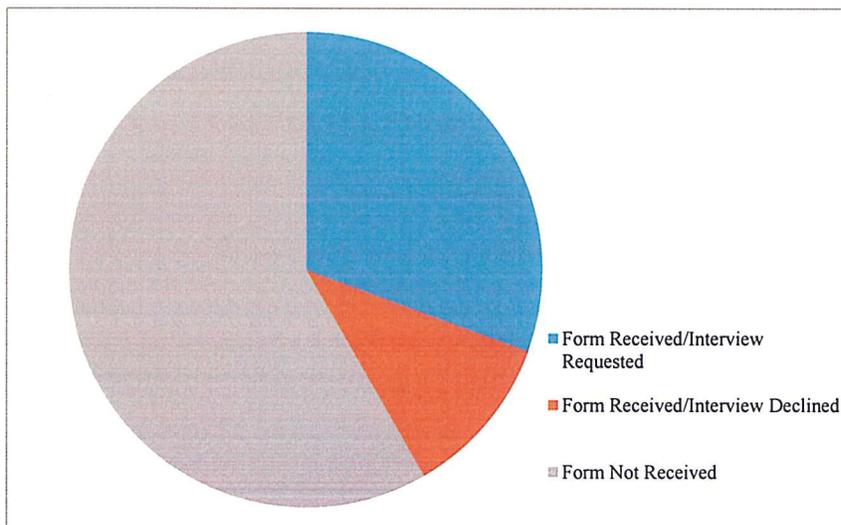
Separations through April 30, 2022

Retirement	14
Resignation	17
Removal	5
Total	36



Exit Interviews through April 30, 2022

Form Received/Interview Requested	11
Form Received/Interview Declined	4
Form Not Received	21



RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: PUBLIC DEFENDER

DATE: MAY 5, 2022

- (a) Employee Name, Title and Employee No.:
9th Assistant Public Defender
- (b) Current Annual **Base** Salary (and Grade if Applicable):
\$71,988
- (c) Former Annual **Base** Salary (and Grade if Applicable):
\$74,089
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
May 23, 2022
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?
List Budget Code (with title), Object Code (with title), and Amount:
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded within the current budget:
A.1171 4202 110
- (g) Is there expected revenue from this position? YES NO
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:
Reducing salary to base level for filling

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: SOCIAL SERVICES****DATE: 4/18/22**

- (a) Title of Requested Position: **Community Services Worker-Part-Time - Grade 8**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$37,918**
- (c) Effective Date for New Position:* **5/23/22**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A 6010 130
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
yes
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
 Title of Position: Community Services Worker (Part-Time) Base Salary of Position: \$37,918 Grade: 8
 Filling at Step # (If Known): _____
 Budget code and title: A6010 130 - Salaries - Part Time Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: (Create PT pos) Date of Vacancy: 5/23/22
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____ % State _____ % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. 4/13/22
 Human Resources Director has approved this form when initialed. 4/13/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.
 Administrator Signature [Signature] Date 4/13/22

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.
 Budget Officer Signature Frank E. Thomas Date 4/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.
 Ranking Committee Member Signature Edna A. Gracie Date 4/25/22
V. Chair

COMMUNITY SERVICES WORKER

GENERAL STATEMENT OF DUTIES: Under supervision, assists staff members and clients by performing supportive services related to the process of establishing eligibility for social services programs and the delivery of social services. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves non-professional functions in a social services agency in support of staff in implementing programs and delivery of services to clients.

EXAMPLES OF WORK: (illustrative Only)

Retrieves files, processes mail, files correspondence, memoranda, reports and other materials; Collects money and accounts for monies received;

Operates photocopier, computer and other office equipment;

Provides typical clerical support services for higher level staff;

By telephone or in person, assists individuals in making informed decisions about applying for assistance or services by inquiring of and providing information to individuals or groups concerning services offered by public and private agencies;

Assists clients in completing necessary forms, obtaining eligibility information, proof of births, deaths and marriages;

Acts as interpreter, if bilingual, to help clients and workers facilitate the intake process;

Schedules appointments and provides client with appropriate application materials;

May make home visits to gather routine information related to program participation

May enter client data such as demographic information, codes, determination etc.;

May, under supervision and guidance, provide mentorship to newly appointed or assigned staff;

Assists clients in areas of common concerns such as housing, employment, school attendance, recreation, money management, day care, transportation and escort;

Assists in communication between agency, client and the community by clarifying agency programs to individuals and conveying community cultural patterns and attitudes to agency professional staff;

Assists individuals in recognizing conditions contributing to social problems and in making recommendations toward correcting these conditions.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of departmental client assistance programs and eligibility criteria; good knowledge of interviewing practices and procedures; ability to establish and maintain cooperative and courteous relationships with clients, agency staff and the general public; ability to interpret agency programs, goals and eligibility requirements in language that promotes understanding of the agency; ability to understand and follow instructions; knowledge of community resources and organizations; ability to read and write English and prepare brief accurate reports; tact; emotional maturity; judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school and two years experience in a non-professional position involving direct client contact supporting social services programs in a public or private agency. Possession of a valid New York State Drivers license is required at time of appointment.

WC Adopted: December 27, 2004

JC: Competitive

2022 Format Update

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Clerk of the Board (for County Coroner)

DATE: May 5, 2022

- (a) Purpose of Request:
To further amend Resolution No. 374 of 2017 to reflect updated rates for forensic medical services
- (b) Details:
Forensic Medical Services, PC has advised of updated rates for forensic medical services which became effective January 1, 2022. See draft resolution provided.
- (c) Previous Resolution Number:
R374 of 2017 (amended by R132/18; R461/18; R440/19; R71/20; R493/20)
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.1185 435, Medical Examiners & Coroners, Medical Fees

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. OF 2022

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, CONOVER, BEATY, FRASIER, WILD, BRAYMER AND RUNYON

FURTHER AMENDING RESOLUTION NO. 374 OF 2017, APPROVING THE PAYMENT FOR SERVICES PROPOSAL SUBMITTED BY THE WARREN COUNTY CORONER, TO UPDATE FORENSIC MEDICAL SERVICES FEES

WHEREAS, by Resolution No. 374 of 2017, which was subsequently amended by Resolution Nos. 132 of 2018, 461 of 2018, 440 of 2019, 71 of 2020, and 493 of 2020, the Warren County Board of Supervisors approved a payment for services proposal submitted by the Warren County Coroner in an effort to help control Warren County's costs for removal and transportation of deceased, and

WHEREAS, the Clerk of the Board has been advised of certain increases in the cost of forensic medical services, as provided by Forensic Medical Services, PC which became effective January 1, 2022, and the same have been reported to the Personnel, Administration & Higher Education Committee, now, therefore, be it

RESOLVED, that the Personnel, Administration & Higher Education Committee has considered and approved the updated payment for services proposal as outlined below, retroactive to January 1, 2022:

- Removal - \$650 (includes vehicle and any related removal equipment such as heavy duty infectious disease transport body bag; staff personal protective equipment; treatment; transport and disposal of hazardous materials, mileage); \$75.00 per person for extra personnel, with exigent removal stipend approved by the Coroner not to exceed an aggregate total of \$1,000;
- Mileage - from Warren County line to Albany Medical Center, approximately 50 miles @ \$1.50 per mile for a total of Seventy-Five Dollars (\$75);
- Forensic Medical Services - Autopsy fee and death certificate: Albany Medical Center - ~~\$1,150~~ \$1,250, Glens Falls Hospital - ~~\$1,300~~ \$1,400; External examination: Albany Medical Center - ~~\$300~~\$350, Glens Falls Hospital - ~~\$450~~\$500; Death certificate only - ~~\$80~~\$100;
- Resource Recovery - research the ability to recover some/all funds for autopsies conducted as a result of a motor vehicle or industrial accident;
- Custodial Fee - Seventy-Five Dollars (\$75) per day when storage is required while awaiting autopsy.
- Off-Site Refrigeration - \$100 per transfer for off-site refrigeration at local funeral homes, as necessary.

Warren County Board of Supervisors

RESOLUTION NO. ___ OF 2022

RESOLUTION INTRODUCED BY SUPERVISORS

ADOPTING AMENDED WARREN COUNTY TRAVEL, EDUCATION AND VEHICLE USE POLICY

WHEREAS, the Warren County Board of Supervisors adopted an updated Warren County Travel Policy and County Vehicle Use Regulations (hereinafter the “Travel and Education Policy”) by Resolution No. 495 of 2004, which has been updated by many subsequent resolutions, most recently by Resolution Nos. 289 of 2020; 49 of 2021 and 146 of 2021, and

WHEREAS, the Personnel Committee referred to the County Administrator a request to update and provided a proposed Travel and Education Policy for committee review and consideration, and

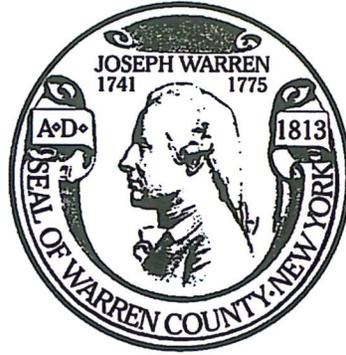
WHEREAS, the Personnel Committee has reviewed the modifications recommended by the County Administrator and has recommended that the same be advanced to the Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the Warren County Travel, Education and Vehicle Use Policy annexed hereto, be and the same hereby is, adopted as the official Policy for Warren County, and be it further

RESOLVED, that any and all prior Travel Policies or County Vehicle Use Regulations ~~or;~~ Resolutions ~~or parts thereof inconsistent with the annexed policy~~ are hereby repealed, effective April 14~~7~~, 2022.

RESOLUTION No. 146 OF 2021

PAGE 2 OF 14



**WARREN COUNTY TRAVEL, EDUCATION
AND VEHICLE USE POLICY**

*RESOLUTION NO. 146 OF 2021**PAGE 3 OF 14***I. COUNTY TRAVEL & EDUCATION POLICY**

Whenever an officer or employee travels for County business, the officer or employee shall comply with the requirements of this section.

A. GENERAL GUIDELINES FOR THE USE OF MOTOR VEHICLES AND/OR MASS TRANSPORTATION

When at all possible, employees shall use County owned vehicles or rental vehicles available under state purchasing contract for County business purposes as opposed to personal vehicles. Whether a rental vehicle may be used in lieu of a County vehicle, shall be determined by the Fleet Manager or in said Manager's absence, the County Administrator based on the nature of the trip, length of the trip, and/or number of persons riding in the vehicle. Whenever practical, employees shall use mass transportation for County business as opposed to County vehicles, rental vehicles or personal vehicles.

- 1) Use of personal vehicles should only occur when a County vehicle is not readily available in the pool of vehicles available for department use or when a rental vehicle is not authorized.
- 2) Mass transportation sources should be used whenever there would be a savings in costs unless such use would be impractical given the nature of the trip. If use of Mass transportation would result in a saving of time, the value of the Officer's or Employee's time should be considered in evaluating costs.
- 3) Whenever travel is for more than distances six (6) hours away, it is expected that mass transportation will be used unless there is justification for not using the same.
- 4) Whenever requesting permission of the Board of Supervisors for out-of-state travel or when requesting authorization from the Department Head, Chair of the oversight Committee or County Administrator to attend a meeting or convention, the employee making the request shall indicate on the authorization request form whether a County vehicle and/or mass transportation will be used and if not, the reason for such decision. The Board, Department Head, Chair of the oversight Committee or County Administrator may require the use of a County vehicle and/or mass transportation sources in whole or part as a condition of authorizing the trip.

B. ~~TRAVEL JOB-RELATED EDUCATIONAL EXPENSES AND TRAVEL APPROVAL REQUIRED~~

- 1) Job-related _____ educational opportunities available to County officers and employees which do not require travel (i.e. virtual training) and incur no cost to the County require only Department Head approval.
- 2) Job-related educational opportunities available to County officers and employees which ~~require travel~~ and will cost the County a total combined cost of \$500.00 per person, or less, for the entire training (whether one session or multiple sessions), to include travel, registration fees, meal costs, and overnight accommodations, shall be approved by the Department Head prior to incurring the expense, so long as the Department's budget contains funding for the total cost within the appropriate object code for that fiscal year without the need to transfer funds from a different object code.
- 3) Job-related educational opportunities available to County officers and employees which ~~require travel~~ and will cost the County a total combined cost of more than \$500.00 per person, and for which the Department's budget contains sufficient funding for the total cost within the appropriate object code for the fiscal year without the need to transfer funds from a different object code shall be pre-approved by use of the attached "Authorization to Attend Meeting, Convention, or Training" enclosed at Schedule "A" (Approval Form) and approved by the Department Head, County Administrator, and appropriate supervisory Committee Chair, prior to incurring the expense.
- 4) Job-related educational opportunities available to County officers and employees which will cost the

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County any amount, and for which the Department's budget does not contain sufficient funding for the total cost with the appropriate object code for that fiscal year without the need to transfer funds from a different object code, shall be pre-approved by use of the Approval Form signed by the Department Head, County Administrator, and appropriate supervisory Committee chair, prior to incurring the expense. ~~Job-related educational opportunities available to County officers and employees which will cost the County any amount, and for which the Department's budget does not contain sufficient funding for the total cost within the appropriate object code for that fiscal year without the need to transfer funds from a different object code, shall be pre-approved by use of the Approval Form and approved by the Department Head, County Administrator, and appropriate supervisory Committee Chair, prior to incurring the expense. If payment for the job-related educational opportunity expenses requires fund transfers, the Department Head must identify the source(s) of funding by object code.~~

- 5) ~~Unless travel is excepted herein, or by separate Resolution by the Board, *a*All travel~~ job-related educational opportunity expense requests that require travel, ~~whether in-state, out-of-state or virtual, and incur a cost of more than \$500.00, or more, per person, to the County shall require use of the attached Approval Form which shall be pre-approved by the Department Head, County Administrator, and the appropriate supervisory Committee chair., or Training", are subject to approval in accordance with the Travel Form (Schedule "A").~~ County officers and employees shall submit the Approval Form to their Department Heads along with ~~shall submit all documents/paperwork~~ describing the requested travel and job-related educational opportunity, along with the registration fees, travel expenses, meal expenses, and overnight accommodations expense, if any, ~~and expenses for review and approval by the appropriate approval authority as stated above, use listed on the Travel Form (Schedule "A").~~ and The Approval Form, signed by the appropriate approval authority, must be attached to any Purchase Order or Voucher submitted for reimbursement.
- 6) The "Department Head" approval authority, as outlined above, shall be the Chair of the Board of Supervisors for any job-related educational opportunities and/or travel expenses by members of the Board of Supervisors.
- 27) Travel by County Supervisors, County Administrator, Assistant County Administrator and Department Heads to attend ~~the~~ New York State Association of Counties' conferences ~~held twice per year~~ do NOT need prior approval under this Policy, provided that the Department has budget appropriations for the same and there is compliance with the GSA policy ~~herein and shall not require~~
- 83) All job-related educational and travel authorizations for County officers and employees which will cost the County a total combined cost of more than \$500.00 per person shall be reported to the appropriate ~~proper~~ oversight Committee at their next ~~scheduled~~ meeting as an informational item.
- 9) All job-related educational and travel authorizations for County Supervisors which will cost the County a total combined cost of more than \$500.00 per person, excluding expenses incurred under section I(B)(7) above, shall be reported by the Clerk of the Board of Supervisors and reported at the next scheduled Board of Supervisors meeting as an informational item.

~~C. FUNDING FOR TRAVEL~~

~~If payment of travel expenses requires fund transfers, the Department Head must provide information on where the funds are coming from.~~

~~D. REIMBURSEMENT RATE FOR LODGING, MEALS, AND INCIDENTAL EXPENSES~~

The U.S. General Services Administration Domestic Per Diem Rates are to be used to determine the maximum reimbursement for lodging, meals and incidental expenses. A listing can be found at www.gsa.gov. This section shall not apply to limit the maximum reimbursement rate where the lodging and/or meals are provided at a facility that is the host of an approved conference, training or meeting

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or is chosen because of its location proximate to the event and where the reimbursement is less than \$100 above the maximum daily GSA rate and where the employee or officer received approval for the increased reimbursement above GSA rate as detailed on his or her Approval Form, except that pre-approval on a Approval Form shall not be required under paragraph I(B)(7) above.

ED. EXCEPTIONS

- 1) The Sheriff's Office shall be excepted from the Policy and guidelines concerning mass transportation and travel approval requirements, where the travel is not related to training or conferences, and which have been approved by the Sheriff or Division Commander.
- 2) The Commissioners of the Warren County Board of Elections, staff and machine custodians shall, to the extent authorized by the County Administrator, be excepted from the requirement of use of a County vehicle or a rental vehicle and may use personal vehicles with mileage reimbursement by the County in the performance of their official duties in Warren County concerning the Election Day period (that time period of a few weeks during which matters are readied and concluded for an election), classes in the various municipalities, trips to nursing homes, and voter education sessions. The Office of Emergency Services Director, Fire Coordinator, Emergency Services Coordinator, and Deputy Fire and EMS Coordinators, to the extent authorized by the County Administrator, shall be excepted from the requirement of use of a County vehicle or rental vehicle and may use personal vehicles with mileage reimbursement by the County while in the performance of their official duties, in Warren County and adjacent counties. The officers and/or employees identified in this division (E)(2) shall, however, when attending conferences or meetings outside the County or in adjacent counties, seek to use mass transit or a County vehicle, as may be applicable.
- 3) The employees of the Department of Social Services shall be excepted from the requirement of use of County vehicles and/or rental vehicles and may use personal vehicles with mileage reimbursement to be paid by the County, subject to the approval of the Commissioner of Social Services while continuing to use fleet vehicles as much as possible given the operation of that particular Department.
- 4) ~~Section D above shall not apply to limit the maximum reimbursement rate where the lodging and/or meals are provided as a facility that is the host of an approved conference, training or meeting or is chosen because of its location proximate to the event and where the reimbursement is less than \$100 above the maximum daily GSA rate and where the employee or officer receives approval for the increased reimbursement above GSA rate as detailed on his or her "Approval Form. Authorization to Attend Meeting or Convention" request form.~~
- 5) The County Treasurer & County Clerk or their designee shall be excepted from the requirement of use of County vehicles and may use personal vehicles when performing departmental banking functions.
- 6) The Peer-to-Peer Program Coordinator in the Veterans' Services Department shall be exempt from the requirement to use County vehicles and may use personal vehicles with mileage reimbursement to be paid by the County when performing functions for the Peer-to-Peer Program.

II. COUNTY MOTOR VEHICLE USE RULES

The following rules shall apply to the use of County owned, leased, or borrowed vehicles by those driving for County business.

A. Only authorized employees who hold a valid New York State driver's license shall drive County vehicles. Authorized employees shall be:

1) 18 years and older;

— 2) Any employee who regularly or at times operates a County vehicle as part of the employee's usual

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and/or customary County job function;

- 3) An employee who is authorized to operate the vehicle by:
 - a) The County Administrator; or
 - b) The County Department Head to whom the vehicle has been assigned;
- 4) Those who agree to provide their driver license number to the County for inclusion in the NYS Department of Motor Vehicle License Event Notification Service (*The LENS program provides the County with notifications of driver license infractions and suspensions*);
- 5) Those who agree to the fact that the County has a right to request information relating to a change in driver license status of all authorized users described above;
- 6) Those who have signed the acknowledgment (Schedule B) at the end of this Policy;
- 7) Those who maintain a valid NYS drivers license, excluding conditional or restricted licenses
 - a) Any suspension or revocation of ones driver's license will result in immediate loss of the employee's status as an authorized County driver. Status as an authorized driver will be automatically reinstated upon restoration of unconditional license;
- 8) Those who have been involved in an at fault incident(s) with a County vehicle where no convictions were issued *but* the incident(s) resulted in damage in excess of \$2,500 from a single incident or multiple incidents within a 12 month period will no longer be considered authorized drivers and must be reviewed by the Risk Management Steering Committee who will provide a recommendation to the Department Head. The Department Head will then determine the employee's status as an authorized driver of County vehicles or their own vehicle on County business. Employees may appeal a Department Heads determination to the Personnel & Higher Education Committee of the Board of Supervisors; and
- 9) Those with Commercial Motor Vehicle Licenses, if using the license in the scope of their duties, who have successfully passed a DOT physical exam and provided a current medical examination certificate to the County. The medical certification exam will be at the expense of the County at a medical provider contracted by the County for the purpose of DOT physical examinations. Conflicts of medical opinion will be resolved based on 49CFR 391.47.

B. Volunteers, clients, members of employees' families, etc. are not authorized to operate County owned vehicles, except volunteer County employees and ~~unpaid~~ interns who hold a valid New York State driver's license shall be authorized to operate County owned vehicles for:

- 1) Veteran's Services for such purposes as may be authorized by Executive Law Section 358 of Veteran's Affairs;
- 2) for persons participating in Countryside Adult Home programs whether such is directly sponsored by Countryside Adult Home or some other governmental or non-governmental entity; and
- 3) unpaid interns working at the Department of Social Services.

C. ~~1)~~ County vehicles shall be utilized for official purposes only.

- 1) Persons on official business for the County or being transported for purposes of furthering County business, an official departmental function or a County agency sponsored or operated program may ride in County vehicles. In addition, officials or employees from governmental entities other than Warren County, such as from the federal, state or local governments (e.g.; other counties, towns, cities, villages, school districts, etc.) or a non-profit organization provided such non-profit organization is engaged in activity involving or related to County activities including but not limited to promoting the County may ride in County vehicles when accompanying County officials to a meeting, event, destination, or similar place, and such will be considered using the vehicle for official purposes or in furtherance of County business, since it fosters communication, shared governmental services and supports intergovernmental relationships and furthers the interests of the County. Picking up hitchhikers is prohibited. Examples of circumstances where non-County

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personnel may ride in County vehicles include but are not limited to:

- a) Health Services Department Staff taking students from contracted educational settings as passengers in County vehicles for clinical experience;
- b) Veterans who ride in the Veterans' Services' van pursuant to program identified in subparagraph II(B) hereof;
- c) Persons riding in Veterans' Services' vans pursuant to arrangements made with the Department of Social Services;
- d) Residents of Countryside Adult Home transported by County vehicle for any event or purpose whether such is directly sponsored by Countryside Adult Home or some other governmental or non-governmental entity for the general benefit of Countryside Adult Home residents;
- e) Office for the Aging may transport advisory council members and/or senior citizens to meetings, conferences, etc. at the discretion of the Director;
- f) District Attorney personnel transporting witnesses;
- g) Department employees who wish to carpool with other County Officials not from Warren County when the purpose is furthering County business;
- h) Youth being transported to various programs and seminars by the Department of Social Services;
- i) Children or clients being transported in County vehicles by DSS staff; and
- j) Officials or employees from governmental entities other than Warren County, such as from federal, state or local governmental entities or non-profit organizations engaged in activities involving or relating to County activities; and
- k) Veterans employees may transport persons pursuant to the Peer to Peer Program.
- l) **Public Defender personnel transporting clients and witnesses.**

- 2) Unauthorized personnel may not be transported. Uses not specifically described but consistent with the intent of this policy may be allowed by the Chair of the Board of Supervisors whose determination of whether the use is consistent and/or allowed within this policy shall be final and binding.

- D. 1) Authorization is hereby granted for the following individuals to take County vehicles home on a daily basis due to the nature of their responsibilities:
 - a) Department of Public Works:
 - 1) Highway Construction Supervisors II
 - 2) Superintendent of Public Works
 - 3) Highway Manager
 - b) Health Services: Nurses upon approval of the Director of Public Health/Patient Services
 - c) Sheriff's Office:
 - 1) Sheriff
 - 2) Undersheriff
 - 3) Lieutenant - Criminal Investigators
 - 4) Lieutenant - Law Enforcement
 - 5) K-9 Officers (2)
 - 6) Narcotics Officers (5)
 - 7) Civil Officers (2)
 - 8) Investigators
 - d) Fire Prevention & Building Code Enforcement:
 - 1) Building Inspectors (2)

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- e) Office of Emergency Services
 - 1) Fire Coordinator
 - 2) Whenever authorization has been provided to take County vehicles home, Department Heads or their designees must, on a quarterly basis, file with the Warren County Treasurer a report which details use of County vehicles by name of the employee, employee number and days the vehicle was used for the quarter reported.

- E. If authorization to take a County vehicle home is not provided in this Policy, the individual seeking to take a County vehicle to private residence overnight must receive the approval of the Department Head and the County Administrator. In the event that a Department Head desires to take a County vehicle to a private residence overnight, approval must be obtained from the County Administrator. Authorization to take vehicles home overnight pursuant to this paragraph shall be subject to the following requirements:
 - 1) A detailed log or record shall be kept by the department setting forth the date(s) vehicles were authorized to be taken home under this Division (E), the name of the employee, the vehicle make or model and the reason or purpose. Such list shall also include employee's position, title and vehicle number.
 - 2) The log or record kept pursuant to Division (E)(1) hereof shall be furnished quarterly to the County Fleet Manager commencing April 1, 2005.
 - 3) If authorized, County vehicles shall be driven only to and from the place of residence to the work site. No subsidiary trips (e.g. grocery store) shall be allowed.
 - 4) An exemption is made for the Warren County Sheriff and Warren County Office of Emergency Services Director to authorize vehicles to be taken home on an as-needed basis for training and other matters, without requiring the approval of the County Administrator.

- F. All vehicles which are not authorized to be taken home under this policy shall be housed or stored at the site where the County Department or Division with jurisdiction over the vehicle has an office where officers or employees typically report to work. For example, Department of Public Works' vehicles would be expected to be housed or stored at the Department of Public Works building in Warrensburg. Vehicles used to support Airport or Parks, Recreation & Railroad Division site personnel would be expected to be housed or stored, respectively, at the Airport or Parks, Recreation & Railroad Division site. Exceptions to the requirements of this Division (F) shall be as follows:
 - 1) The District Attorney vehicle assigned to the investigators shall be housed at the Warren County Municipal Center;
 - 2) Sheriff's vehicles may be housed or stored at the Municipal Center or substations as designated by the Sheriff;
 - 3) ~~Five~~ **Five** vehicles assigned to the Health Services Department for use by the nurses in northern part of the County shall ~~may~~ **may** be housed as follows: ~~one in Stony Creek, one in North Creek, and three in Chester;~~ **at various municipal locations as designated by the Health Services Director;**
 - 4) One vehicle assigned to the Planning & Community Development Department for use by the Construction Cost Coordinator shall be housed in the area with the largest amount of Planning Activity for use on an as-needed basis; and
 - 5) ~~The Superintendent of Buildings vehicle to be housed in Warrensburg at the DPW shop.~~

- G. All County owned or leased vehicles must be properly marked with the official, non-removable, Joseph E. Warren insignia, except for those used in police work, the Office of Emergency Services the Social Services Department and the Health Services Department.

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- H. No County vehicles shall be used for private or personal use. If an employee is in the field during a normal lunch break, they are to notify their supervisors that they are taking their lunch break and where they will be with the County vehicle.
- I. In addition to the log that must be kept on overnight usage, (*see Division (E)(1)*), the Department Head may require daily logs listing destinations, mileage and times must be maintained for all County vehicles covered by this Policy.
- J. Department Heads are hereby authorized to recommend more restrictive or detailed rules concerning the use of County vehicles assigned to their department but must appear before the Budget Committee to gain approval of the rules which change these rules/regulations. If approved, the Budget Committee may authorize immediate implementation of the requested department rule change but such shall still be then referred to the Board of Supervisors for modification of this policy. If the Board does not approve the rule change, the Budget Committee's immediate authorization of the requested department rule change shall be deemed revoked.
- K. All vehicles that are assigned to specific employees or groups of employees must be returned to the fleet for use by other County employees when an employee is on vacation or not otherwise using the same.
- L. If violations of the rules set forth above are proven, an employee's rights to operate a County owned vehicle may be revoked by the Budget Committee.
- M. Employees are expected to take all steps necessary to avoid endangering themselves and others while operating vehicles on County business. To ensure this, employees authorized to operate County vehicles are expected to:
- 1) Check that all vehicle occupants wear safety belts when the vehicle is in operation; and
 - 2) Not operate a vehicle that the driver suspects does not operate properly. The driver shall return and/or park the vehicle as may be appropriate and contact his or her Supervisor to make appropriate arrangements so that the vehicle can be towed or operated safely. If the Supervisor is not available, the employee shall contact the Warren County DPW maintenance department at 518-623-4142 or 518-761-6556.
- N. Drivers of County vehicles are also responsible for:
- 1) Checking that the vehicle is clean - no trash, good overall appearance;
 - 2) Checking that any tools, equipment or other items do not interfere with the driver's ability to operate the vehicle or pose threats in situations where the driver suddenly stops or swerves the vehicle or otherwise cause items in the vehicle to move around;
 - 3) Ensuring that the vehicle has current copy of the vehicle registration and the insurance card are in the vehicle and all required inspection stickers are up to date;
 - 4) Checking that both license plates are properly attached and visible at all times;
 - 5) Conducting daily visual inspection for obvious problems (flat tire, damage, leaks) before the start of the workday and during the workday when approaching the vehicle. An unsafe vehicle should not be operated until repairs are made;
 - 6) Any additional pre or post trip inspection as directed by the Department Head; and
 - 7) Reporting any concerns regarding the County vehicle by using the form (Schedule B) at the end of this Policy.
- O. Drivers of County vehicles must follow respective laws governing motor vehicle operations including those regarding the use of cellular telephones. Drivers must refrain from any activity that may impede

*RESOLUTION NO. 146 OF 2021**PAGE 10 OF 14*

the driver's ability to focus on safely operating the vehicle while it is in motion. Drivers are personally responsible for any traffic citations; including EZ-Pass violations that may be issued as a result of operating a vehicle for County business.

- P. Drivers of County vehicles or other vehicles for County business must be free of alcohol and illegal drugs. This also includes prescription and non-prescription drugs that may impair a driver's judgement and other faculties.
- Q. Drivers must report all accidents and incidents while using a County vehicle to his or her immediate Supervisor. The driver's immediate Supervisor must report the accident or incident according to the County's Safety and Health Program Policy.

Should a motor vehicle incident or crash occur, the driver of a vehicle used for County business must:

- 1) Stop and investigate immediately;
 - 2) Set out warning devices if such are available and warranted under the circumstances;
 - 3) Notify the police (*call 911*) and immediate Supervisor;
 - 4) The driver must supply his or her name and exhibit operator's driver license to the proper authorities;
 - 5) If able, secure names and addresses of other involved, witnesses and first persons at the scene;
 - 6) If the driver strikes an unattended vehicle and the owner cannot be located, the driver must place his or her name and the address of the Warren County Department securely on the vehicle;
 - 7) The driver shall attempt to protect his or her vehicle from further damage and theft;
 - 8) The driver must comply with the drug-alcohol testing requirements of the County's Substance Abuse Policy(s) for motor vehicle drivers.
 - 9) Post-Accident Testing for drugs and alcohol shall be arranged by the Department Head and/or Human Resources and occur as soon as practicable following an occurrence involving a County driver if the accident involves a loss of human life.
 - 10) Post-Accident Testing for drugs and alcohol shall be arranged by the Department Head and/or Human Resources and occur as soon as practicable following an occurrence involving a County driver if the accident resulted in bodily injury to any person who as a result of the injury immediately receives medical treatment away from the scene of the accident; or one or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle and moving violation was issued by law enforcement;
 - 11) Employees with Commercial Motor Vehicle Licenses (CDL) must also comply with Warren County's Drug and Alcohol Policy.
- R. If you are the driver of a disabled County vehicle, you need to do the following:
- 1) Make sure that the vehicle is not impeding the flow of traffic and is not a safety hazard;
 - 2) Turn on the vehicles 4-way flashing hazard lights, if possible;
 - 3) Set-up the vehicles emergency safety triangles and safety cone, if available;
 - 4) Place a note that can be seen from the outside of the vehicle on the dash of the vehicle describing the vehicles problem and drivers contact telephone or cell number;
 - 5) Notify the local police department (*911*) of the vehicles location;
 - 6) Contact your direct supervisor; and
 - 7) Make arrangements to have the vehicle towed.
- S. No radar detection devices are to be used in any County owned, leased, borrowed or other vehicle used for County business. Drivers who are found to be using such devices may be subject to disciplinary

*RESOLUTION NO. 146 OF 2021**PAGE 11 OF 14*

action as determined by the Department Head or County Administrator and in accordance with bargaining agreements and Civil Service Law.

- T. All employees seeking to operate a County vehicle must have participated in a driver improvement program within the last 3 years. The driver improvement program can be the County's driver improvement training or other driver improvement training approved by New York State Department of Motor Vehicles or the County's Safety Officer. Incidents and accidents involving County vehicles or other vehicles used for County business may be reviewed by the County's Safety Officer and/or the Risk Management Steering Committee and a recommendation may be made in regards to additional driver improvement training.
- U. It will be the County Department Head's responsibility to review this policy with all employees prior to using a vehicle for County business and at any time when the policy is changed. The County Department Head will be responsible for obtaining the signed acknowledgment form that follows from the employees prior to using a vehicle for County business. The County Department Head will be responsible for determining each employee's eligibility under this policy as an authorized driver prior to vehicle use.
- V. County Department Heads or their designee shall notify (*using the proper form*) the Self-Insurance Department upon hire or termination of employees authorized to drive County vehicles or other vehicles for County business. The Self-Insurance Department will maintain the NYS DMV LENS database accordingly.
- W. The violation of any rule in the County Motor Vehicle Use Rules may result in disciplinary action in accordance with bargaining agreements and Civil Services Law.

RESOLUTION No. 146 OF 2021

PAGE 12 OF 14

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION, OR TRAINING

Check one:

- In-State (Must be approved by Department Head, County Administrator & Committee Chair)
 On-Line (Must be approved by Department Head, County Administrator & Committee Chair)
 Out-of-State (Must be approved by Department Head, County Administrator & Committee Chair unless cost is \$500.00 or less per person)

The _____ hereby authorizes _____
(Supervisory Committee) (Employee Name)

to attend _____
(Name of meeting or organization)

at _____ on _____
(Address) (Dates)

Meeting/Convention/Training Cost: _____ Mode of transportation to be used: _____
(County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

Notice of meeting/convention/training including cost. Total Cost \$ _____
(Include travel costs)

For Overnight Travel

Room rate \$ _____ GSA* Rate \$ _____ Funding in Budget? _____ Y _____ N

Meal costs \$ _____ GSA* per diem rate \$ _____ Budget Code: _____

*www.gsa.gov

Date: _____ Department Head Signature

Date: _____ County Administrator Signature

Date: _____ Committee Chair Signature

Please refer to the Warren County Travel, Education and Vehicle Use Policy and County Vehicle Use Regulations for general policy guidelines.

Please check utilize the B&G Car Reservation request portal to request a fleet vehicle. REQUEST FOR USE OF FLEET VEHICLE

- Filing Instructions:
1. Original with voucher to Auditor.
2. Copy to Buildings & Grounds if fleet vehicle is needed.
3. Copy to Purchasing with Purchase Order, if required.
4. Copy to Clerk of the Board if credit card will be used.
5. Copy of executed form needs to be included in next agenda for reporting to oversight Committee.

RESOLUTION NO. 146 OF 2021

WARREN COUNTY
REPORT OF CONCERNS REGARDING COUNTY VEHICLES
This section to be completed by the employee that used the vehicle.

Department: _____

Vehicle: Make: _____ Model: _____

County No. _____

Date Vehicle Used: _____

Detail of Concern(s): _____

Name: _____ Title: _____

Date: _____

Employee should provide this form to their Supervisor/Department Head who will immediately forward (via hard copy, fax or email) this form to the Fleet Manager and to the Warren County Vehicle Maintenance Shop in Warrensburg.

This section to be completed by the Fleet Manager:

REVIEW OF CONCERNS AND ACTION TAKEN

Conclusion of Review of Concern(s) and Action Taken: _____

Name: _____ Title: _____

Date: _____

Upon resolution the Fleet Manager will distribute (via hard copy, fax OR email):
Copy to Department Head, Copy Vehicle Maintenance Shop, Original to remain with Fleet Manager.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW, Buildings & Grounds Payroll Dept. No: 19.10
 Title of Position: Cleaner #11 Base Salary of Position: \$29735 Grade: 2
 Filling at Step # (If Known): _____
 Budget code and title: A.1620 DPW/Building & Grounds Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: #13549/Hytower Date of Vacancy: 04/29/2022
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other LABOR

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. 3/28/22

Human Resources Director has approved this form when initialed. 3/28/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature]

Date 3/28/22

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas

Date 3/28/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature]

Date 4/26/2022

CLEANER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work requiring efficient performance of simple cleaning tasks and may include moving tables and chairs, etc. for cleaning and/or meeting set ups under general supervision. The work of employees in this class involves only the thorough execution of tasks that follow a well-established routine. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Dust chairs, tables, desks, shelves and other furniture;
Wash windows, walls, woodwork, water closets, tubs and bowls;
Sweep, mop, wash and wax floors;
Gather and dispose of refuse;
Clean and polish furniture and fixtures;
May manually shovel snow and spread salt to keep entrances clean;
May set up and take down tables, chairs, microphones and related items as necessary;
Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Some knowledge of cleaning methods, materials and equipment; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to read and write; thoroughness; cleanliness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None is required but some experience in building cleaning work is desirable.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (L) #16 Base Salary of Position: \$36414 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) #16 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: 13586/HUNTLEY Date of Vacancy: 03/28/2022
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal % [] State % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [checked] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 3/28/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 3/28/22

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 3/28/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 4/26/22

MOTOR EQUIPMENT OPERATOR (LIGHT)

GENERAL STATEMENT OF DUTIES: Operates one or more types of light automotive equipment and performs a variety of manual tasks in connection with such operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the safe and efficient operation of light motor equipment along with the performance of ordinary manual labor. The work is usually performed under close supervision.

EXAMPLES OF WORK: (Illustrative only)

Operates single axle truck in connection with hauling material for road maintenance or construction;

Operates a light truck to transport workmen, tools and other equipment;

Operates a tractor mower cutting grass and brush from road sides and other public areas;

Operates small snow plow or related snow removal equipment

Loads and unloads trucks;

Performs a variety of laboring tasks;

May be required to clean and oil the equipment;

On assignment, operates ten-wheel trucks, front end loaders, rollers or similar road construction and maintenance equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the operation of tractors, mowers, automobiles, single axle trucks and other light automotive equipment; ability to understand and carry out simple oral and written instructions; industry; dependability; good physical condition.

MINIMUM QUALIFICATIONS: One year of experience in the operation of some type of light automotive equipment.

SPECIAL REQUIREMENTS:

FOR POSITIONS IN CIVIL DIVISIONS OTHER THAN WARREN COUNTY:

Eligibility for an appropriate New York State Class A or B with license with airbrake endorsement. Possession at time of appointment.

FOR WARREN COUNTY POSITIONS: At the time of appointment, possession of a valid New York State Driver's license. Possession of an appropriate New York State Class A or B license with airbrake endorsement within six (6) months of appointment.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Work-Parks, Recreation and Railroad Payroll Dept. No: 19.41
 Title of Position: Up Yonda - Environmental Education Administrator Base Salary of Position: \$55051 Grade: NA
 Filling at Step # (If Known): _____
 Budget code and title: A.7111 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other _____
 Employee No./Last Name: 12330 Badey Date of Vacancy: 04/27/2022
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____ % State _____ % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. PCW 4/8/22
 Human Resources Director has approved this form when initialed. JS 4/8/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 4/8/22

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 4/11/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 4/20/22

ENVIRONMENTAL EDUCATION ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class is responsible for overseeing the planning and implementation of regional educational programs and exhibits. Work is performed under the general direction of the Superintendent of Public Works with leeway allowed for exercise of independent judgment. Supervision may be exercised over those employees involved in environmental programs including maintenance staff and student interns. Performs related work as required.

TYPICAL WORK ACTIVITIES: (illustrative only)

Administers environmental education programs at Warren County Parks and Recreation;
Oversees the planning and implementation of regional educational programs and exhibits;
Assists in the development and expansion of environmental facilities;
Prepares reports on facility usage, including ongoing programs, proposed revisions and other activities in environmental fields;
Serves as a consultant to other governmental agencies, schools and community organizations regarding program development;
Establishes and maintains relationships with schools and community organizations in support of environmental education programs;
Maintains contacts and professional relationships with media and governmental agencies;
Assists in the development of brochures and other promotional materials;
Undertakes other related projects and duties as assigned by the Superintendent of Public Works.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the natural environment and the methods and principles of environmental science with emphasis on vegetation, wildlife, ecology and earth science; good knowledge of environmental program funding and budget management; ability to develop educational programs relating to environmental management; ability to make presentations to various groups on environmental matters; ability to convey information as outlined in technical literature pertaining to environmental matters, report writing and research; ability to plan and supervise the activities of clerical and technical subordinates; ability to maintain good working relationships with outside agencies; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or higher in environmental studies, biological sciences or a related field and three years site management experience at a nature center, wildlife refuge, fish hatchery or similar facility which involved daily activity in maintaining natural habitat in a specific environmental/wildlife specific facility.

Warren County Civil Service
Adopted 6/94; Amended 3/19; 5/22/19
JC: Competitive

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Warren County Public Defender's Office Payroll Dept. No: 6.01 A. 1171 4202 110
 Title of Position: Assistant Public Defender Base Salary of Position: \$71,988 Grade: _____
 Filling at Step # (If Known): _____
 Budget code and title: A. 1171 4202 110 (Public Defender/Hurrell-Harring Salary - Regular) Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: D. Dresser Date of Vacancy: 5/23/2022
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State 100% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other Exempt

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. Per 4/9/22

Human Resources Director has approved this form when initialed. AS 4/11/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 4/11/22

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 4/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 4/25/22

ASSISTANT PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for representing indigent defendants as assigned by the Public Defender. The work involves representing the defendant through every stage of proceedings following arrest through and including any appeals. In addition to actual representation, the Assistant Public Defender assists the Public Defender in the investigation, preparation, conduct and appeal in various court and legal proceedings involving indigent defendants. Work is performed under the general supervision of the Public Defender with wide leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Represents and counsels defendants at every stage of proceedings following arrest;
 Initiates such proceedings as are necessary to protect the rights of the accused;
 Assists the Public Defender in the preparation of various court proceedings;
 Confers with defendants, law enforcement personnel, judges, and District Attorney's staff concerning individual cases;
 Investigates respondent's financial status in family court support matters;
 Prepares cases for trial by responding to motions, preparing for hearings, evaluation case, plea-bargaining and discussing case with District Attorney staff in criminal cases and with attorney for the other party in family court cases;
 Prepares all pleadings, including petitions, answers, discovery demands, motions and orders in Family Court matters;
 Prepares for trial by researching law and rules of evidence, preparing trial file of evidence, reviews prospective jurors, reviews trial charges by judge, prepares witnesses for trial and develops trial strategy;
 Supervises clerical staff in connection with the preparation of cases and the maintenance of appropriate records;
 Tries cases, including jury selection, presentment of cases, questions witnesses at trial, preparing opening statements and preparing closing summations;
 May handle post judgment motions, including receiving motions to vacate judgment, preparing response and brief and arguing motion in Superior Court;
 May handle appeals by preparing brief, arguing appeal in the Appellate Division, seeking permission of Court of Appeals if not a matter of right, and arguing the appeal in the Court of Appeals.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State and Federal criminal law, New York family court act and court proceedings; good knowledge of judicial procedures and rules of evidence; ability to interpret and work with New York State and Federal criminal code; ability to communicate effectively both orally and in writing; ability to reason quickly and logically in stressful situations; ability to analyze and interpret laws and legal documents in order to render an accurate legal opinion; ability to analyze and organize facts effectively; ability to prepare for and present cases in court; ability to establish and maintain effective working relationships with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: At the time of appointment, possession of a license to practice law in the State of New York.

SPECIAL REQUIREMENT: Possession of an appropriate NYS motor vehicles license at the time of appointment or otherwise demonstrate an ability to meet the transportation needs of the position.

WC: 2003, 2015, 2021

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.02
Title of Position: Sr. Account Clerk #4 Base Salary of Position: \$36,414 Grade: 7
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 12914/Stoller (Lateral) Date of Vacancy: 2/22/22
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50% [checked] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[checked] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. [Signature] 4/13/22
Human Resources Director has approved this form when initialed. [Signature] 4/13/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 4/13/22

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 4/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Edna A. Fraser Date 4/25/22
V. cheer

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.02
 Title of Position: Sr. Account Clerk #7 Base Salary of Position: \$36,414 Grade: 7
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 13279/Williams Date of Vacancy: 4/21/22
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. OCW 4/13/22
 Human Resources Director has approved this form when initialed. AP 4/13/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.
 Administrator Signature [Signature] Date 4/13/22

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.
 Budget Officer Signature Frank E. Thomas Date 4/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.
 Ranking Committee Member Signature Edna A. Thomas Date 4/25/22
V. Chair

SENIOR ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position independently performs moderately difficult accounting or financial recordkeeping tasks. Employees generally follow a prescribed routine in the performance of duties and in most cases receive only infrequent general instructions. The work may require a general understanding of specific laws, office rules, procedures and policies. The work is performed under the supervision of a higher-level supervisor and although the incumbent may train lower level clerical workers, supervision need not be a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;

Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies/reconciles balance;

Tracks, audits and/or monitors a variety of accounts;

Verifies adjustments are made to correct allocations and issues reports as required;

Prepares complex financial and statistical summary reports;

Checks for accuracy of computations and completeness and supervises the preparation of daily, weekly and monthly reports which are compiled into summary reports or claims for state or federal reimbursement;

Prepares in final format accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various equipment as the source material;

Prepares funds for deposits into book accounts, reconciles accounts and prepares reports from information;

Contacts clients, vendors and other agencies to obtain additional information;

Provides information orally or in writing in response to inquiries on status of accounts;

Conducts correspondence on matters where policies and procedures are well defined;

Processes, sorts, indexes, records and files a variety of control records and reports, or oversee the process;

Performs complex payroll transactions or may prepare payroll and related reports;

May supervise employees by assigning and reviewing completed work and instructing new employees in specialized accounting keeping activities;

May assist in preparation of figures and reports for use in budget preparation;

Uses computer applications or other automated systems such as spread sheets, word processing, calendar, email and database software in performing work assignments;

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of modern methods of keeping and reviewing financial accounts and records;

Good knowledge of modern office terminology, procedures and equipment;

Ability to make complex arithmetic computations accurately; speed;

Ability to organize and maintain accurate records and files; Ability to analyze and organize data and prepare records and reports;

Ability to understand and interpret complex oral instructions and/or written directions;

Ability to perform close, detail work involving considerable visual effort and concentration;

Ability to establish and maintain effective working relationships with others;

Ability to communicate effectively, both orally and in writing;

Ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;

Ability to analyze data and prepare and maintain detailed records and reports.

MINIMUM QUALIFICATIONS: Graduation from high school diploma or possession of a high school equivalence diploma and:

- (a) Associate's Degree or higher in accounting, business or closely related field; or
- (b) Two years of experience maintaining financial accounts and records.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.03
 Title of Position: Medicaid Clerk #1 Base Salary of Position: \$33,076 Grade: 5
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other _____
 Employee No./Last Name: 12755/Hanchett Date of Vacancy: 4/10/22
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. Personnel Officer 4/13/22
 Human Resources Director has approved this form when initialed. AS 4/13/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 4/13/22

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 4/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Edna A. Traver Date 4/25/22
V. Chair

MEDICAID CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for processing Supplemental Security Income and Medicaid cases administered through the Department of Social Services. The incumbent performs an assessment of client's residency, gathers necessary information to verify eligibility, as defined by State and Federal regulations, opens and close cases as appropriate. The work also involves providing clients with information on the Medicaid coverage, determinations and other related information. The work is performed under general supervision of a higher-level supervisor in the Department with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Reviews and evaluates information submitted electronically from Social Security Administration, which determines client's financial and medical eligibility for benefits and reviews data in a State Data Exchange system (SDX);
- Verifies residency of clients to determine whether or not the client is eligible to receive coverage services from the County;
- Enters information received and performs case maintenance activities by initiating or up-dating the data on the Welfare Management System (WMS) system such as opening and closing and makes adjustments to cases based on analysis of information;
- Contacts client and appropriate County of residence to ensure appropriate transfer of benefits to close case file;
- Contacts medical institutions and care facilities within the County to verify residency;
- Communicates with clients or other appropriate examiner within the Department regarding their cases and provides assistance as necessary;
- Provides information on the phone on program services and requirements, may schedule appointments, explains procedures and program processes;
- Acts as liaison for agency activities in this area with clients and other contacts;
- Maintains and prepares records and documents including computerized records, requiring knowledge of agency services, procedures and codes;
- May attend training, conferences and workshops related to Medicaid, Social Security Administration and Supplemental Security Income, health programs and other related areas;
- May screen applicants with scripted questions on the computer to elicit needed information to make eligibility determinations and provides application if appropriate;
- May perform initial intake by receiving the individual's application and answers general questions related to various benefit programs and ensures that application information is complete;
- May register the application for further processing by an examiner by opening new file or matching paperwork with an existing case file.

REQUIRED KNOWLEDGE,SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of State and Federal laws and regulations pertaining to Supplemental Security Income programs, Medicaid and other programs administered by the Department of Social Services; working knowledge of data processing techniques and procedures; working knowledge of business arithmetic; ability to enter and retrieve information in the Welfare Management System (WMS); ability to organize and maintain accurate records and files; ability to gather information and analyze facts obtained in making judgments regarding eligibility for coverage in the County; ability to establish and maintain effective working relationships with others; ability to operate a personal computer and utilize common office software programs; ability to communicate effectively both orally and in writing; ability to understand and empathize with the needs and concerns of others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associate's degree in a human services field; or
- (b) Graduation from High School or possession of a high school equivalency diploma and two (2) years clerical experience which involved the maintenance of records; or
- (c) An equivalent combination of training and experience as defined by the limits of both (a) and (b) above.

Adopted, Warren County Personnel, May 11, 2005
JC: Competitive
2022 Format Update

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.11
 Title of Position: Intake Clerk Base Salary of Position: \$31,789 Grade: 4
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 13135/Flores Date of Vacancy: 3/29/22
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. PCW 4/13/22
 Human Resources Director has approved this form when initialed. JS 4/13/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.
 Administrator Signature [Signature] Date 4/13/22

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.
 Budget Officer Signature Frank E. Thomas Date 4/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.
 Ranking Committee Member Signature Edna A. Traser Date 4/25/22
V. Chavez

INTAKE CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performance of routine clerical work and office functions in the Department of Social Services. Incumbents greet the public, screens all incoming requests for information either in person or by telephone and giving routine information, or directing requests to proper staff members. The incumbent is responsible for the initial screening for and intake of applications for assistance from individuals for various social services programs. The incumbent receives applications and information and forwards to appropriate examiners for determinations of eligibility for benefit programs such as financial assistance, medical assistance, food stamps and the Heat and Energy Assistance Program (HEAP). Additionally, employees in this class perform related clerical tasks assigned in support of a particular benefit program; specific tasks will vary depending on the program objectives of the unit to which the employee is assigned. The work is performed in accordance with a prescribed routine outlined by an administrative level supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Greets and receives the public, provides requested general information or makes appropriate referrals to staff members of the assigned unit;

Answers telephone calls at reception desk, makes transfer connections to appropriate offices and takes messages or makes appointments;

Screens the applicant with scripted questions on the computer to elicit needed information to make eligibility determinations and provides application if appropriate;

Performs initial intake by receiving the individual's application and answers general questions related to various benefit programs and ensures that application information is complete;

Registers the application for further processing by an examiner by opening new file or matching paperwork with an existing case file;

Pulls materials from files and makes file searches, including electronic records, in order to answer a telephone or visitor request for information;

Searches and retrieves data from computerized records by use of queries or updates records in accordance with procedures;

Performs reproduction and collating duties of applications, materials and documents;

Sends, receives and logs faxes;

Maintains pamphlets, brochures and related materials for visitors;

Receives, sorts and distributes incoming mail and processes outgoing mailing by addressing envelopes for mailing;

May perform general clerical duties and maintain simple records related to the duties assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of the benefit programs and requirements such as financial assistance, medical assistance, food stamps and the Heat and Energy Assistance Program (HEAP); working knowledge of office terminology, procedures and equipment; ability to enter data into query and issue reports from database and spreadsheet programs; ability to deal courteously with the public both in person and on the telephone; ability to understand and follow simple oral and written directions; ability to greet the public in a pleasing manner and provide requested information; ability to refer visitors to appropriate staff member after ascertaining their needs; ability to operate fax and copy machines; ability to hear well and speak distinctly; ability to write legibly; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience; or
- (b) Two (2) years of clerical experience.

WC: Adopted May 11, 2005
JC: Competitive

2022 Format Update

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker #27 Base Salary of Position: \$47,023 Grade: 16
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 11900/Coulman Date of Vacancy: 04/28/22
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50% [checked] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [checked] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. [initials] 4/13/22
Human Resources Director has approved this form when initialed. [initials] 4/13/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [signature] Date 4/13/22

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 4/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Edna A. Thomas Date 4/25/22
V. Chair

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker #39 Base Salary of Position: \$47,023 Grade: 16
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13504/Putnick Date of Vacancy: 4/28/22
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [X] Federal 50% [X] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. POW 4/13/22
Human Resources Director has approved this form when initialed. [Signature] 4/13/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 4/13/22

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 4/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Edna A. Frazier Date 4/25/22
V. Chair

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker #37 Base Salary of Position: \$47,023 Grade: 16
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [checked] Termination [] Promotion [] Other
Employee No./Last Name: 13606/Vilord Date of Vacancy: 03/21/22
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50% [checked] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [checked] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. [Signature] 4/13/22
Human Resources Director has approved this form when initialed. [Signature] 4/13/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 4/13/22

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 4/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Edna A. Francis Date 4/25/22
V. Cheer

CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class renders casework services to adults, children and families to enhance their ability to cope with and resolve emotional, social, environmental and economic problems. The work requires the exercise of sound judgment in assessing the strengths and weaknesses of adults, children and families, identifying problem areas and developing and implementing an appropriate service plan. Incumbents must be emotionally mature, able to make decisions and able to work in stressful situations particularly those requiring crisis intervention. The work is generally performed under the direct supervision of an experienced Caseworker or other supervisor or administrative staff. Incumbents receive ongoing in-service training in social casework practices and procedures, including training in applicable laws and regulations.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Formulates and carries out plans to meet the needs of the individual or family;
 Interviews clients to assess the need for social services;
 Makes investigations to determine protective services for children and adults, verifies intake information and ascertains needs;
 Provides counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle problems;
 Finds, studies and evaluates family homes for the placement of children and adults;
 Recommends foster homes and day care homes for certification;
 Determines whether a child's or an adult's needs can best be met in an institution or foster home;
 Supervises children/adults placed in foster homes or an institution;
 Supervises foster parents in certified homes;
 Makes appropriate referrals to support, paternity, fraud, medical service units, as well as outside resources;
 Evaluates and helps to meet the needs of the child, the surrendering parent(s), and the adopting parent(s) in an adoption proceeding;
 Coordinates and develops a treatment plan and goal for the reunion of families;
 Reviews cases periodically to determine changes in clients' situations affecting eligibility and need for services;
 Makes referrals to Family Court for protective services, as well as voluntary placement in foster care;
 Prepares petitions, affidavits, court summaries and additional paper work as required for Family Court, Surrogate Court and Supreme Court;
 Maintains case records;
 Prepares letters and reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of federal, state and local laws and programs relating to public welfare and the care of children; ability to establish and maintain cooperative relationships with others; ability to prepare and maintain records and reports; ability to express ideas clearly, both orally and in writing; ability to understand and follow oral and written directions; good powers of observation and analysis; initiative; tact; good judgment; emotional maturity.

MINIMUM QUALIFICATIONS: Bachelor's Degree.

SPECIAL REQUIREMENTS:

1. Incumbent must be available to assume after-hours Protective Casework assignments as required. Assignments may be weeknights, weekends and holidays.
2. Certain assignments will require access to transportation to meet field requirements made in the ordinary course of business in a confidential, timely, and efficient manner.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

WC: 7//10, 2//17; 11/21
JC: Competitive